5325195(2)/2021/TE-SEI01

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Skills Development & Training Department – General Transfers for the year 2021-22 - Transfer guidelines for the employees (Teaching & Non teaching staff) working in the Department of Technical Education –Orders- Issued.

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SKILLS DEVELOPMENT & TRAINING (TE-A2) DEPARTMENT

G.O.Rt.No.133, **Dated.21.12.2021**

Read the following:-

1. From the CTE, AP, Vijayawada, Letter No.F1/EHE01-15028/25/2021-F-SEC-CTE, Dt.22.09.2021.
2. G.O.Ms.No.98, Finance (HR.I-PLG & POLICY) Department, dt.06.12.2021.

ORDER:

In the circumstances reported by the Commissioner of Technical Education, Andhra Pradesh, Vijayawada, in the reference 1st read above, Government, after careful examination of the matter, hereby, issue the guidelines in the **ANNEXURE**, appended to the order for General transfers of the employees (Teaching & Non-teaching staff) in Department of Technical Education for the year 2021-‘22.

2. The Commissioner of Technical Education, Andhra Pradesh, Vijayawada is hereby permitted to effect the transfers of employees of Department of Technical Education (teaching & Non teaching) and complete the same on or **before 20.01.2022** as per the guidelines through web counseling, duly drawing the schedule of transfers.

3. Keeping the significant number of vacancies in remote colleges in view and considering the subject-wise workload requirement, the minimum requirement of teaching staff for each college shall be analyzed first. Based on such analysis college wise vacancies shall be notified irrespective of the actual vacant posts. Accordingly, the posts shall be filled through transparent web counseling duly following the other prescribed guidelines.

4. In view of issue of these orders, orders on mutual transfer issued in the reference 2nd cited are not applicable to the department of Technical Education from the date of issue of this order.

5. The Commissioner of Technical Education, A.P., Vijayawada, shall take further action in the matter accordingly.

6. This order issues with the concurrence of Finance (HR.I.Plg.Policy) Department, vide their U.O. No.1522704/HR.I/FIN01-HR0PDPP(TRPO)/229/2021, dt.16.12.2021.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

G. JAYALAKSHMI
PRICIPAL SECRETARY TO GOVERNMENT

To
The Commissioner of Technical Education,
A.P., Vijayawada
Copy to:
The Accountant General, A.P., Vijayawada.
The Director of Treasures & Accounts, A.P., Vijayawada.
The pay and Accounts officer, A.P., Vijayawada.
The PS to Chief Secretary, Government of AP.
The PS to Secretary to CM, CM’s Office.
The OSD to Hon’ble Minister for SD&T Dept.
The Finance (HR.I.Plg.Policy) Department.
The PS to Principal Secretary to Government, SD&T Dept.

// FORWARDED :: BY ORDER //

SECTION OFFICER

ANNEXURE

(Enclosure to G.O.Rt.No.133, SD&T (TE) Dept, dt.21-12-2021)

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GUIDELINES FOR TRANSFER OF EMPLOYEES (TEACHING & NON-TEACHING STAFF) IN THE DEPARTMENT OF TECHNICAL EDUCATION FOR THE YEAR 2021-'22

1. Those who have completed 2 years of stay in case of both teaching and non-teaching staff in a particular station as on 30.06.2021, shall be eligible to apply for transfer.
2. Those who are retiring on or before 30.06.2022 shall not be disturbed.
3. Those who have completed (5) years or above service in a particular station as on 30.06.2021 shall be transferred, if there is any request for the said post or on administration grounds.
4. Request transfers may be considered in respect of employees, who have completed two years of service but less than five years at a station. However, such request transfers shall be limited, based on exception and not a rule, and shall not constitute more than 5% of the employees in any working cadre.
5. Service in all cadres at a station shall be counted, while calculating the period of stay.
6. The Commissioner of Technical Education shall draw schedule for affecting transfers and complete the entire process **on or before 20.01.2022.**
7. Standing instructions on the transfers of office bearers of recognized Service Associations as issued in Circular Memo.GAD01-SW-SERA/27/ 2019-SW., dated 23.01.2020 will apply.
8. Wherever a woman employee working in other than Women's Polytechnic opts for a post in Women's Polytechnic, she shall be posted by shifting a male employee working against such post.
9. The NBA Coordinators whose SAR is submitted or under progress for submission may be exempted.
10. Visually challenged employees are exempted from transfers, unless they request for transfer.
11. The persons who are facing charges / ACB / Vigilance cases shall not be transferred.
12. Transfers shall be affected based on the total entitlement points scored by the individual applicants on the criteria as mentioned below. The highest scorer in the respective subject and zone shall be given the first choice and so on.

Criteria for entitlement of points:

(a) Stay in the present station located in the following areas as on 01.07.2021

1	District Headquarters and places having Municipal Corporations	3 Points for every year of stay
2	All other places	4 points for every year of stay
3	GMR Polytechnics at Srisailam, Paderu, Yetapaka	5 Points for every year of stay

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(b) Special Categories:

i) Single Woman	10 points
ii) Physically Challenged	
a. 40% - 60% disability	05 points
b. More than 60% disability	08 points

Note: For this purpose, a copy of the certificate issued by not below the rank of the Civil Surgeon must be submitted.

iii) The employees who are suffering from the following diseases:-Cancer, Heart Disease, Neuro-Surgery, Kidney transplantation, Bone TB	05 points
iv) (a) Applicants with dependent children who are mentally retarded and or under treatment	05 points
(b)Applicants with dependent children suffering from juvenile diabetes and children suffering from congenital heart problems and are under medical treatment available only at specified places to which they are seeking transfers	05 points

Note: For this purpose, a copy of the certificate issued by the competent authority, i.e., District Medical Board/ State Medical Board shall be enclosed for consideration.

v) Spouse employment (Only one of the spouses shall be shifted following the prescribed procedure)	10 points

Note: Employees, whose spouse is working in state or Central Government or Public Sector undertaking or Local Body or Aided Institution in the same place opted for transfer or to a nearby place, the applicants seeking transfer under this category shall produce a certificate issued by the Head of the Office, where the spouse is working as proof of the claim.

(c) Academic, Administrative and Development Performance Indicators

Additional Responsibilities held: Max: 15 points

a. Deputy Warden for Hostel : 03 points
b. Placement Officer/NBA Coordinator : 03 points
c. Students Advisor/Counselor : 03 points
d. NCC Officer : 03 points
e. NSS Programme Officer : 03 points
f. SDC Coordinator : 03 points
g. CDTP/Civil Works/Up-gradation : 03 points
h. Holding additional charge for any post : 03 points

(d) State Teacher Awardees (in the year 2019 only) : 05 points.

(e) The following criteria will be followed for allotment of points for the pass percentage (**2019-20)** of the students (The average pass percentage in two best theory subjects taught during 2019-20 is to be considered):

Less than 40%	0 Points
40% -60%	03 points
61% -80%	05 points
80% and above	07 points

13. Transfers shall be affected from focal to non-focal / non-focal to non-focal/non-focal to focal posts. In no case, transfers will be from one focal post to another focal post.

P.T.O.

Area Category	Area	Category
I	20%HRA(under State Pay Scales)Area/ 16% HRA under AICTE scales	Focal
II	14.5% HRA (State Pay scales)/ 10% HRA under AICTE scales	Non-Focal
III	12.5% HRA Area and Less (State scales)	Non-Focal

14. Transfers shall be affected through **Web Counseling** only.

15. Procedure for transfers:

(i) The eligible persons shall apply online and the details in respect of entitlement points shall be validated by the Principal.

(ii) The list of names of the persons who have applied for transfer with their total entitlement points shall be published in the descending order duly giving an opportunity for filing claims and objections.

(iii) Subject wise and zone wise vacancy positions shall be notified and the eligible employees shall exercise the options in the order of preference.

Note: Candidates have to keep in mind the focal and non-focal places while exercising the places of option.

iv) Persons staying in a particular station for a period of 5 years and above are liable for effecting transfer and those places will be considered as vacancies for online allotment.

v) After disposal of the claims and objections filed, the final list of eligible persons shall be used for exercising options of places of postings.

vi) Allotment of postings shall be done on automation by the web application system and thereby each person shall download the posting orders and report for the duty in the allotted place.

16. Those who are transferred at their request shall not be entitled to any TA/ DA and joining time, since the transfers are at their request.

17. Anybody, who has submitted false information and / or certificates and also the officer counter signed such false information, are liable for disciplinary action as well as criminal action.

18. Persons working against the posts in other branches or working in supernumerary posts, shall be transferred and posted to regular vacancies of their respective branch/subject, if any.

19. The Commissioner of Technical Education, A.P., Vijayawada shall ensure fair and transparent method at all stages of transfer process.

G. JAYALAKSHMI
PRINCIPAL SECRETARY TO GOVERNMENT